

# ARIZONA STATE TREASURER'S OFFICE

## STATE REMITTANCE DETAIL REPORT

### **Instructions - Form TRE 102A**

County Treasurers should use this form when making deposits on behalf of one or more courts.

Enter the report period, the date and the depositor code. (The Deposit Code is a four-digit number assigned by the State Treasurer's Office, which begins with 5 or 6.)

Enter the name of each court for which deposits are being made in the column labeled "Name of Court".

Enter the identification number for each court in the column labeled "JP Court Depositor Code No". This number is the four-digit number assigned by the Supreme Court.

Enter the amount being deposited for each court in the appropriate column.

**Negative amounts are not to be used on this form.**

Ensure that the column totals equal the respective fund deposits as listed on the State Remittance Report (Form TRE 101A).

Attach a copy of this report to your State Remittance Report (TRE 101A).

If you want a receipt, send two copies of your report, either photocopied or computer generated; one copy will be validated and returned to you for your receipt.

Make your check payable to the Arizona State Treasurer; mail to the State Treasurer's Office, 1700 West Washington, Phoenix, Arizona 85007-2812.

Secure your check by stapling it to the top of the remittance form.

If you have any questions about these instructions, please contact Carol Navarro at (602) 542-5815.